

# JOIN OUR TEAM

## Circulation Library Assistant

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's *Circulation Library Assistant* for the Amesbury Public Library. This position will assist in all aspects of the operation of the Library.



**Essential Duties and Responsibilities:** *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Perform work at the circulation desk including check materials in and out, issue library cards, answer directional questions, assist patrons with basic instructions on the use of the computer catalogs, telephone patrons when reserve materials are received, assist patrons on the use of the photocopier, collect fines, answer the telephone, and empty the book drop.
- Answer patron account, library logistics and directional questions, and direct more complex inquiries to appropriate staff members.
- Operate technology at and around the circulation desk including computers, printers, and copiers; instruct patrons in using the public copier if needed.
- Check out and renew materials.
- Reserve and check out museum passes.
- Perform searches for materials in the library catalog.
- Place and file holds for patrons.
- Register new patrons.
- Discharge returns and reserves.
- Explain library policies and handle confidential information.
- Forward calls to appropriate departments as needed.
- Assist patrons in locating materials.
- Help library pages with their responsibilities.
- Attend staff meetings and workshops.
- Other duties as assigned.

**Required Skills and Qualities:**

- Strong public service commitment
- Excellent computer skills
- Knowledge of current public library circulation practices
- Expertise in the use of Windows operating system and knowledge of Web-based technologies
- Familiarity with integrated library systems, preferably Symphony
- Ability to develop effective working relationships with department personnel and with the general public
- High degree of flexibility and the ability to multi-task and frequently change focus
- Effective time management skills
- Excellent oral and written communication skills
- Ability to perform multiple tasks simultaneously, prioritize tasks, and be flexible
- Ability to work as a team member and independently

- Ability to work in a busy customer service environment
- Good interpersonal skills, friendly manner, and strong service orientation
- Good organizational skills, attention to detail, procedures and follow up capabilities
- Ability to understand the Dewey Decimal System

**Minimum Qualifications:**

High School Diploma required; Bachelor's degree preferred. Previous library experience using automated integrated library network, personal computers, electronic databases, and the internet preferred. This position calls for a high degree of initiative and independence.

Both flexibility and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual situations. Extensive interaction with co-workers and the public to plan and coordinate work or to answer questions makes it essential that the employee possess a high degree of diplomacy and judgment and be able to work effectively with all types of people with courtesy and tact.

**Schedule:** 18 hours a week Mon/Tues 4-8pm, Wed 5-8pm and Saturday rotation (every other)

**Work Environment and Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

**Confidentiality:** The employee has regular access to a wide variety of confidential information, including library patron records and borrowing history in accordance with the State Public Records Law

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

- Part time, 18 hours per week
  - \$17.07 per hour
  - Non-Exempt
  - OPEIU Union

**To apply, please email a cover letter and resume to:**  
**Heather Worrall, Human Resources Coordinator, City of Amesbury**  
[worrallh@amesburyma.gov](mailto:worrallh@amesburyma.gov)

**To remain posted until filled. Applications submitted prior to 3/11 will have priority.**